

ROLE PURPOSE: Knowledge Management Advisor



Our Vision

We see a world in which no person is needlessly blind or vision impaired.



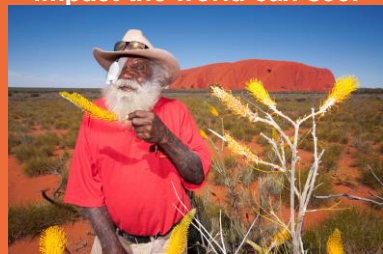
Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can exercise their right to sight, good health and self-determination.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

At The Fred Hollows Foundation, you will make an impact the world can see!



How we value your contribution:

Remuneration Package - We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Salary Packaging - We qualify as a health promotion charity so the Australian Taxation Office (ATO) allows us to reimburse you for personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income Tax Free Threshold.

Annual Leave - You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees) and receive 17.5% leave loading when you take annual leave, and we have 7 additional leave days per year! There are 5 days paid leave between the Christmas and New Year period. As well as an annual paid 'Me Day' focused on mental health and wellbeing for our global staff. Finally, celebrate your birthday with a day of paid leave.

Other Leave - You will also have access to other types of leave, such as personal (sick or carers') leave, paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions.

Paid Parental Leave - We provide 14 weeks paid parental leave for primary carers at full pay and 4 weeks paid parental leave for non-primary carers, in addition, upon receipt of notification from the Family Assistance Office, primary carers may access 18 weeks paid parental leave at the statutory rate.

Performance and Development - Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning and Development - Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job, with targeted opportunities identified for our Aboriginal and/or Torres Strait Islander people as required. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership Development - Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Tertiary Study Support - We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global financial study assistance program. We actively encourage our Aboriginal and/or Torres Strait Islander employees to apply for study support.

Paid Study Leave - We also offer up to 10 days study leave to complete professional development relevant to your role.

Recognition - Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible Work Arrangement - You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability - We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

Health & safety - We are committed to supporting your health, safety and wellbeing. We have worker Health & Safety Representatives in each of our offices to help make your workplace safe.

Employee Assistance Program - You and your family will have access to free professional and confidential external counselling assistance if you need help with personal, family or employment related matters.

Work from Anywhere - The Foundation has a work from anywhere philosophy, enabling you to work remotely in select countries for a defined period of time once approved.

To work in the Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

ROLE PURPOSE

Role Title: Knowledge Management Advisor

Division: Programs

Location: Melbourne or Sydney

Date: May 2023

Employment type: Full time permanent

Reports to: Director of Research

Number of direct reports: 0

Leadership Band: Leads Self

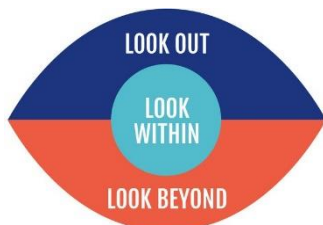
Purpose of the role:

The **Knowledge Management Advisor** is responsible for ensuring Programs staff: 1) have access to, and clear understanding of program strategy, policies and guidelines; 2) understand the programming expertise that exists across The Foundation and when and how to access this expertise; 3) effectively share program insights and experiences through a range of knowledge exchange activities and mechanisms; and 4) develop and execute effective project communications, engagement and knowledge translation plans that ensure the right audiences are engaged effectively in projects and project outcomes are effectively shared with stakeholders and used to inform new innovations in programming.

The Knowledge Management Advisor is accountable for:

1. **Developing, implementing and periodic review of FHF's expertise finder** – set up, promote across FHF and support staff engagement with a platform designed to link staff up with one another.
2. **Coordinate development and distribution of Program Insights Periodical** – a publication that showcases program highlights, and innovations to a broad range of internal and external audiences.
3. **Coordinate and support development of technical guidance and tools** – ensuring availability of the right guidance, in the right format to support project planning and implementation
4. **Coordinate and support a range of Learning Networks** – ensuring FHF has the right learning networks established and that they function effectively.
5. **Coordinate (in partnership with Internal Communications team) Eye Openers** – a key internal forum for knowledge exchange and communications of key programming activities and innovations.
6. **Coordinate development and oversee implementation of review of Annual Knowledge Management Plan** – which sets out the key knowledge management improvement initiatives for the year ahead, and associated timelines, responsibilities, and budget.
7. **Knowledge translation capacity development** – ensure The Foundation has effective written guidance to support teams to develop effective project communication and engagement plans, and execute knowledge translation activities and processes effectively. In addition to supporting the development of knowledge translation guidance, the Knowledge Management Advisor will also support teams to build skills in this area.
8. **Management and further development of FredNet Knowledge Hub** – oversee the further development and ongoing management of the intranet knowledge hub as a repository of key programming guidelines and resources.
9. **Support the Head of Program Strategic Communications and Director of Research, Evidence and Program Strategy to source content for other key organisational communications and reporting outputs.**
10. **Coordinate key annual knowledge exchange forums and events, as required**
11. Other tasks as requested by your manager

Our Capabilities:



As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Essential Experience:

- Understanding the different knowledge needs of diverse audiences
- Experience working with teams on learning-related activities
- Experience collaboratively developing knowledge products,
- Experience gathering, assessing, synthesising, and presenting evidence from different information sources
- Experience managing projects across a range of teams

<p>Skills:</p> <ul style="list-style-type: none"> • The ability to both work independently as well as in and across teams • Strong interpersonal skills, with excellent written and verbal communication skills. With the ability to think creatively about how to leverage the resources at your disposal. • Excellent project-management skills including attention to detail, organizational skills, and the ability to multiple manage complex projects • The ability to analyze information from multiple sources and identify and synthesis themes or commonalities, and identify gaps • Critical thinking and analysis skills to identify where there are connections and opportunities for success 	<p>Desirable Experience:</p> <ul style="list-style-type: none"> • Professional experience in the public health sector and ideally eye health.
<p>Qualifications: Post graduate studies in knowledge management and/or communications (or similar)</p> <p>Travel: Domestic & International</p>	<p>The position involves: This position is recognised as having “Contact with Children” either direct or indirect. This position does involve “Working with Children” either direct or indirect. This position does involve working with beneficiaries, donors and/or partners.</p> <p>Additional Responsibility: Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.</p>